



## DEPARTMENT OF THE NAVY

CRANE DIVISION  
NAVAL SURFACE WARFARE CENTER  
300 HIGHWAY 361  
CRANE INDIANA 47522-5001

IN REPLY REFER TO:  
4200  
Ser 023/16164  
Date 18JUL16

From: (b)(6) Procurement Contracting Officer,  
0233

To: (b)(6) JXTP

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT

Ref: (a) FAR 1.602-2(d)  
(b) DFARS PGI 201.602-2  
(c) NAVSEAINST 4200.17E Contracting Officer's  
Representative  
(d) NAVSEA Instruction 4355.8A, CPARS

1. You are hereby appointed as the Contracting Officer's Representative (COR) under the following contract/order:

<u>Contract Number</u>	<u>Contractor Name, City and State</u>
N00164-15-D-JT01	Exelis, INC
N00164-15-D-JT02	G3 Technologies, Inc.
N00164-15-D-JT03	GeoEye Analytics
N00164-15-D-JT04	Alion Science and Technology Corporation
N00164-15-D-JT05	BAE Systems
N00164-15-D-JT06	Charles Stark Draper Laboratory, Inc
N00164-15-D-JT81	Northrop Grumman Systems Corp.
N00164-15-D-JT94	Leidos, Inc.
N00164-15-D-JT95	Human GEO Group
N00164-15-D-JT96	NAL Research Corp
N00164-15-D-JT97	Herrick Technology Laboratories Inc.
N00164-15-D-JT98	Southwest Research Institute
N00164-15-D-JT99	Scientific Research Corporation

\* The above a contract numbers are a result of a competitive Multiple Award Contract (MAC) action. Delivery orders are competed post award. **One (1) COR Monthly Report shall be completed monthly to address all on-going orders of the above mention contracts. The COR report will be under the MAC solicitation number N00164-14-R-JT81.**

2. References (a), (b) and (c) provide the overall policy on designation, assignment and responsibilities of a COR. Reference (b) states that a "COR assists in the technical monitoring or administration of a contract." In general, you must monitor the contractor's technical compliance and progress relative to the assigned contract/order. Your duties and responsibilities as a NAVSEA-appointed COR are described, in

detail, in reference (c), which you must review prior to acknowledging this appointment. A copy should be retained for reference during your performance as a COR.

3. You must obtain a user account in Wide Area Work Flow (WAWF) for the purpose of reviewing invoices submitted by the Contractor. Information and access are available through the WAWF website at <https://wawf.eb.mil>. You must complete a System Authorization Access Request (SAAR) form and provide it to the WAWF Global Account Manager (GAM), NSWC CRANE Code 0121, ext. 854-4673.

4. You are requested to notify the cognizant Contracting Officer, Requiring Activity Manager and your supervisor immediately of any significant event or deficiency associated with contract/order performance.

5. References (b) and (c) also require you to maintain a file for each contract assigned. The specific elements of your COR File include, at a minimum:

- Original of the COR Appointment Letter (signed and acknowledged);
- Copy of contract/order and all modifications;
- Copy of QASP and a record of each individual surveillance conducted, the results and any actions taken;
- Minutes of Post-Award Conference, if conducted;
- Copy of all Technical Instructions (TIs) issued;
- Copy of all other critical correspondence, including e-mails, between COR and the contractor, including any approvals provided;
- Copy of all significant written communications with the Contracting Officer, Requiring Activity Manager and COR Supervisor;
- Copy of trip report of each visit made by the COR to the contractor's facility;
- Log of all deliveries or a record of all DD 250 Material Inspection and Receiving Report" forms;
- Copy of **combined** COR Monthly Reports;
- Documentation of significant changes affecting the contract, such as mergers, re-negotiations, labor disputes, plant shutdowns, etc.;
- Log of all contractor CDRL submissions, including tracking data from initial delivery through Government review and comment and final delivery, as required;

- Record of any inspections witnessed by the COR under the contract/order, including when and how the inspections were accomplished and the results;
- Documentation of deficiencies observed, performance failures, late deliveries, non-conforming items or work, security violations, hazardous working conditions, safety and occupational health violations, or any improper use of Government material; and
- Copy of any other significant documentation necessary to provide a contract history. (This may include contractor submitted progress reports, program review briefings, etc.)

The COR File will be maintained until the end of contract performance, when it will be turned over to the Contracting Officer for inclusion as part of the official contract file.

6. Reference (c) requires you to submit Monthly Reports. It also contains a NAVSEA template for the report.

7. You may be authorized to issue Technical Instruction(s) to the contractor with regard to your assignment. Refer to reference (c) for guidance on issuing Technical Instructions and for the NAVSEA template for a Technical Instruction. Technical Instructions may not be issued prior to approval by the Contracting Officer.

8. Reference (c) requires surveillance of your performance as a COR by your supervisor and by the cognizant Contracting Officer. You should become familiar with both requirements.

9. You are cautioned that you must not misrepresent the limits of your authority in dealings with contractor(s) nor take any action which may constitute, or appear to constitute, a constructive change to the contract or an unauthorized commitment. You shall not direct any change that "affects price, quality, quantity, delivery, or other terms and conditions of the contract" [DFARS 201.602-2(2)(iv)]. You may be held personally liable for unauthorized acts.

10. You are not authorized to appoint, delegate, re-delegate, or sub-delegate your COR responsibilities to another person. This includes to the COR supervisor.

11. You must obtain COR refresher training every three years to remain eligible for a COR appointment or to maintain COR appointments on existing contract/order.

12. You must complete NAVSEA-designated ethics training and submit an OGE Form 450, annually, to remain eligible for a COR appointment or to maintain COR appointments on existing contract/order.

13. Your assignment may require you to submit, periodically, performance assessments of the assigned contract/order to the Contract Performance Assessment Reporting System (CPARS) in accordance with reference (d). Reference (c) also provides guidance on CPARS reporting.

14. As a COR, you are also responsible for reviewing and authorizing contractor badge requests for access to NAVSEA facilities. This responsibility extends only to contracts/orders for which you are currently assigned. Reference (c) provides further guidance on this duty.

15. Your appointment is effective for the entire period of performance of the contract/order unless specifically terminated by the Contracting Officer. If you are reassigned, detach from NAVSEA or reach contract completion, you shall notify the Contracting Officer, in writing, within at least five days of the reason for the change. A copy of the COR Termination Letter must be placed in the COR File. If re-assigned or terminated, ensure all reports, records, and communications are made available to the successor COR, Contracting Officer, your supervisor or requiring activity management, as applicable.

16. This letter is not intended to be all-inclusive. Specific individual situations that have not been covered, have created a question, or are considered to be beyond your scope of responsibility as COR should be brought to the attention of the Contracting Officer immediately in order to obtain advice on proceeding in the best interest of the Government.

17. A copy of this letter must be returned to the Contracting Officer with your signature signifying your acceptance to this appointment and that you have read reference (c). The Contracting Officer will make distribution to NAVSEA COR Certification Manager (CCM) and Administrative Contracting Officer (ACO).

CONTRACTING OFFICER

Copy to:

Administrative Contracting Officer

Code 0214 COR Certification Manager (b)(6)

COR Supervisor

Code 021 (b)(6)

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ACKNOWLEDGEMENT AND ACCEPTANCE OF APPOINTMENT:

Contracting Officer's Representative

(b)(6)

(signature)

19 July 2016

(Date)